

SUBCONTRACTOR REPORTING 8(a) STARS II GWAC

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THE IMPOSSIBLE MADE POSSIBLE

Subcontracting can open a world of possibilities! By subcontracting with large and/or other small business firms your company may be able to bid on and participate in contracts that it could not otherwise competitively pursue on its own. What seemed unattainable because of limited resources, staffing, capital, experience, etc may be attainable by subcontracting.



AGENDA

- ☆ Regulatory Requirements
- ☆ Subcontracting (Sub-K) Reporting Requirements
- ☆ Sub-K Report Notifications
- ☆ Sub-K Reporting Categories
- ☆ GWAC Management Module (GMM) Input
- ☆ Performance Improvement Plan
- ☆ Pricing Tool
- ☆ Question/Response
- ☆ Contact Information

REGULATORY REQUIRMENTS

13 CFR 125.6 FAR Clause 52.219-14 Limitation on Subcontracting

15.2.* In accordance with the 13 CFR 125.6, and associated FAR Clause 52.219-14, a small business concern contracting for services will perform at least 50 percent of cost of the contract incurred for personnel with its own employees. Similarly, STARS II prime contractors are expected to perform a meaningful amount of work/add significant readily-identifiable value on each Order to prevent pass-through situations.



^{*} Contract Administration Section

SUB-K REPORTING REQUIREMENTS

16.1.* Prime contractors shall follow the subcontracting reporting process established for 8(a) certified firms at 13 CFR 124.510. Contractors shall maintain up-to-date records concerning subcontracting costs and shall submit the standardized report found on the 8(a) STARS II website semi-annually (using the contract year) no later than 30 calendar days after each sixmonth reporting period (RP).

^{*}Contract Administration Section

SUB-K REPORTING REQUIREMENTS CONT'D

16.1.1* Subcontracting reporting periods for Stars II are as follows:

Semi-annually each calendar year on 30 Jun and 31 Dec

^{*} Contract Administration Section

SUB-K REPORT NOTIFICATIONS

☆Courtesy Email

Monthly Reminder (Jan - May and Jul - Nov)
Semi-annual Reporting Requirement Reminder (Jun & Dec)

☆Contract Specific Sub-K Report

'Small Business GWAC Subcontracted Dollars Report'



SUB-K REPORTING CATEGORIES

- 1. No Task Order Award, which does not require any action.
- 2. Task Order Award but no subcontracting If you have not subcontracted any work on STARS II order(s). 16.3.* A negative report is required when there is no activity or no subcontracting in the preceding six months. To satisfy the negative report requirement, send an email to the STARS II email address at s2@gsa.gov with a statement of "NO SUBCONTRACTING ACTIVITY TO REPORT FOR THIS REPORTING PERIOD". The negative report submitted should contain the contractor's STARS II contract number and report period in the email subject line.

^{*} Contract Administration Section

SUB-K REPORTING CATEGORIES CONT'D

- 3. Task Order Award, which has not invoiced or received payment by the end of the reporting period- If you have subcontracted work on the STARS II order(s) but have not received payment for invoices, send an email to the STARS II email address at s2@gsa.gov with a statement of "NO SUBCONTRACTING ACTIVITY TO REPORT FOR THIS REPORTING PERIOD". The negative report submitted should contain the contractor's STARS II contract number and report period in the email subject line.
- 4. **Task Order and subcontracting** <u>submit</u> your subcontracting data <u>via the GMM of ITSS</u>.

GWAC MANAGEMENT MODULE INPUT

Subcontract reporting is done in the GWAC Management Module (GMM) in ITSS - the same system where you report your orders, invoices and pay the CAF. The basic steps on how to enter the data in the GMM are:

- 1) Login to GMM via itss.gsa.gov
- 2) Search for your organization's STARS II order(s)
- 3) Select an order
- 4) Scroll down to the bottom of the order data page and click the "Edit" button
- 5) Once in edit mode, scroll to the section titled "Small Business Subcontracting Data"

GWAC MANAGEMENT MODULE INPUT CONT'D

- 6) Enter the information required in the boxes
- 7) Click the "Add Line Item" button
- 8) If applicable, repeat steps 6 and 7 for each subcontractor
- 9) When finished adding subcontracting data, scroll to the bottom of the page and click "Submit"
- 10) Repeat the process for each STARS II task order

GWAC MANAGEMENT MODULE INPUT CONT'D

Small Business Subcontracting Data This section indicates the amount of work subcontracted under this particular order. This information will be used to ensure that the amount of work subcontracted does not exceed 50% of the total amount of work completed pursuant to FAR 52.219-14 (Limitation on Subcontracting), If work is subcontracted to a company that is exempt from the allowable 50% (applicable to the VETS GWAC only, please reference 13 CFR 125.6), you may indicate this below. Only small business set-aside prime GWAC awardees are required to complete this section. One item found. **DUNS Number** Total Amount Subcontracted Company Name Exempt * П Computed Total: \$0.00 Add Line Item Submit Cancel

This is a U.S. General Services Administration Federal government computer system that is "For Offi Privacy Statement

PERFORMANCE IMPROVEMENT PLAN

16.2.* Each STARS II industry partner is required to submit subcontracting data semi-annually in the GWAC Management Module of ITSS (https://web.itss.gsa.gov/Login) as stated in paragraph 16.1 above. This reporting is a mandatory requirement of the contract. An industry partner's failure to comply with this obligation will result in corrective action, i.e., performance improvement plan, option not exercised, and possible contract termination.

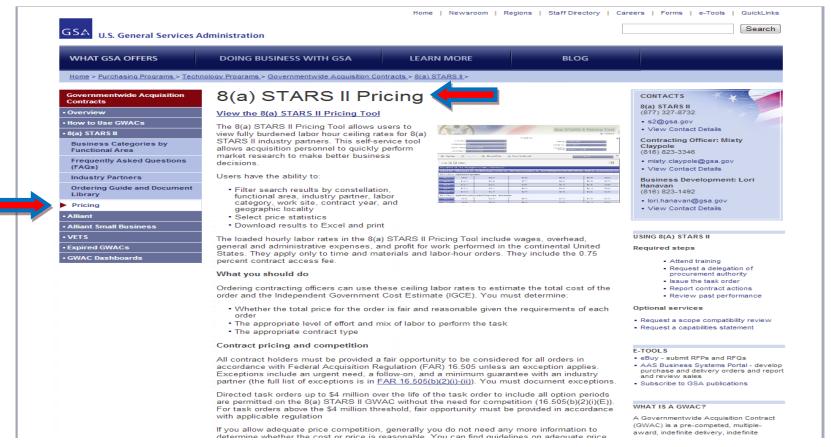
^{*} Contract Administration Section

PERFORMANCE IMPROVEMENT PLAN CONT'D

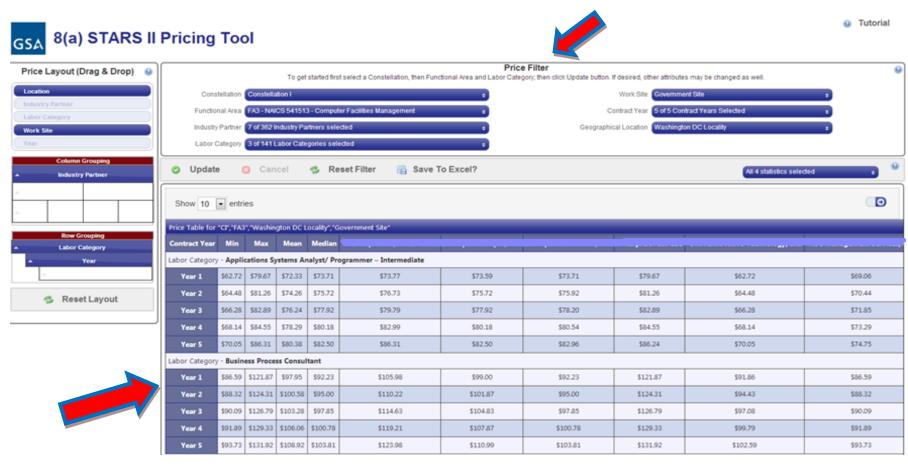
The Performance Improvement Plan, also known as a "Get Well Plan", is an action plan. It identifies the specific steps your firm will take to get your company back in compliance with the terms and conditions of the 8(a) STARS II contract - i.e. timely reporting and, if applicable, compliance with the limitations on subcontracting clause.

Problem + Corrective Steps = Solution (Success!!)

NEW – 8(a) STARS II PRICING TOOL



PRICING TOOL CONT'D



QUESTION / RESPONSE



CONTACT INFORMATION

☆ IT- Solutions Shop (ITSS) - GMM

U.S. General Services Administration

AAS Business Systems Portal

Website: https://portal.fas.gsa.gov/group/

Phone: AASBS Helpdesk: 877-472-4877

Email: AASBS.helpdesk@gsa.gov

8(a) STARS II TEAM

☆ Small Business GWAC Division

Website: http://www.gsa.gov/8astars2

Phone: (877) 327-8732

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THANK YOU for YOUR TIME and ATTENDANCE